

23 February 1977

MEMORANDUM FOR: Mr. John Blake,
Deputy Director for Administration
SUBJECT : President's Forthcoming Headquarters
Visit

The following are our recommendations to the White House for media representation during the President's forthcoming Headquarters visit:

1. ARRANGEMENTS

a. In recognition of the President's desire to address as large a gathering as possible of the Intelligence Community, and in view of our auditorium's limited capacity, we suggest that admission of correspondents for seating in the rear of the auditorium be limited to 29 (rear row capacity), or about six percent of the total seating capacity.

b. Photographers, cameramen, and technicians, as well as equipment, can be accommodated behind the seating area in the left rear of the auditorium.

c. We request that the White House furnish our office two days in advance a list of all media representatives who will attend. In addition, we anticipate that a small number of correspondents who regularly cover the Central Intelligence Agency might wish to be admitted. We would coordinate this with the White House also two days in advance.

2. GROUNDRULES

a. Media personnel attending must be U.S. citizens and represent U.S. media.

b. We would, because of security considerations, prefer that there be no live television coverage since this would involve the presence near the auditorium of large communications vehicles. (This is, of course, subject ultimately to Office of Security determination.)

c. Photography must be limited to the inside of the auditorium or, if outside, to the President's immediate party.

d. Media representatives will be required to identify themselves as such at the compound gates and in

the auditorium lobby before admission.

e. All media personnel should be in their places inside the auditorium a minimum of 15 minutes before the President's arrival.

f. Because of parking limitations, media personnel should be asked to pool their transportation.

We look forward to working out the details with the White House Press Office.

STATINTL



Andrew T. Falkiewicz
Assistant to the Director

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